

RECREATION LEADER

Class Definition

Under supervision, plans, organizes, monitors, conducts, evaluates and instructs in athletics, games, arts and crafts, special events and related recreational activities.

Distinguishing Characteristics

Incumbents confer with supervisors, teachers, parents, students and civic groups regarding desired recreational activities; develop and implement specific events; maintain facilities, equipment, attendance and activity record; assure that rules and regulations are followed in athletics, games, and related recreational activities; and may provide direction to volunteers and Summer Youth Employment workers.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes and conducts recreational and related activities.

Actively participates in the promotion of Recreation programs.

Issues and collects equipment.

Assists in the maintenance of buildings, equipment and grounds, including restroom facilities, in providing for the safety of all participants.

Prepares ball fields to the required standards, including watering and chalking.

Monitors wading pool activities.

May administer first aid and complete accident reports.

Maintains and prepares reports and records as required.

Assists in the evaluation of activities and the recruitment of volunteers.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge to the basic objectives of recreational programs.

Knowledge of first aid methods and safety precautions to be used in recreational activities.

Knowledge of the principles, practices and procedures used in rendering recreational and social community programs on playgrounds, parks and in community centers.

Ability to plan, organize, implement and participate in recreational and related activities.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to review and apply contents of the Department's Policy and Procedures Manual and related rules and regulations, to include the Injury and Illness Prevention Program Manual.

Ability to read and interpret rules and regulations of recreational games and activities.

Minimum Qualifications

Graduation from high school or GED equivalent and six (6) months of experience organizing recreational activities and/or operation of recreational facilities. Six months of additional qualifying experience may be substituted for the required education.

Must be at least 18 years of age at time of appointment.

Necessary Special Requirements

Ability to speak, read and write a designated foreign language, as required by community needs. Possession of valid Cardiopulmonary Resuscitation (CPR) and First Aid certificates at time of appointment. Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____